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Date typed 9 Aug 1951

MEMORANDUM FOR ASSISTANT DIRECTOR FOR COMMUNICATIONS

SUBJECT: Records Management Study of the Communications Office

1. Pursuant to your request, a preliminary survey report pertaining to the subject described above is attached for consideration.

2. The attached report deals primarily with mail and files procedures, particularly those of the Mail and Files Section, Administrative Staff. A supplemental report, presenting a detailed outline of present conditions and with recommendations for improvements in file classification plans, index and cross reference media, and physical arrangement of the files of the various Communications Office divisions, will be forwarded at a later date.

STAT

Chief, Administrative Services

Encl:
Memo Sept 1951
with attachments A-C3

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